



**NCO LEAD COURSES  
A PART OF EDUCATE 100  
SPONSORED BY  
B COMPANY, 61st ASMB for 13th COSCOM SOLDIERS**

**WEEKEND SCHEDULE  
Friday and Saturday from 0730-1630  
Classes are held in BLDG 261A – in the CTC Classroom Area near the TMP**

**BMGT 2172: STRESS MANAGEMENT  
MAY 19 and 20**

Students learn to assess symptoms and causes of job related stress. Methods for reducing stress for individuals and their subordinates are presented.

**MGMT 1189: COMPUTERS AND THEIR ROLE IN YOUR LIFE  
23 and 24 JUNE**

An introduction to the personal computer and its correct application in the workplace. Some knowledge of typing or keyboarding is helpful, but no knowledge of computers is presumed

**BMGT 1172: CONDUCTING BRIEFINGS  
21 and 22 JULY**

The focus of this class is the preparation and delivery of military style information briefings. Students practice their techniques with class presentations

**AFTERNOON SCHEDULE  
Monday-Thursday from 1530-1730  
Classes are held in Room 122, Building 18000**

**BUSG 1170: PERSONAL FINANCIAL MANAGEMENT I  
1-11 MAY**

A course of instruction in basic financial management techniques for both personal use and for developing a base of information to use in counseling subordinates. Topics covered include: home ownership, budgets and budgetary controls, bank accounts, charge accounts, borrowing, investing, wills and estate planning, and retirement.

**BUSG 1171: PERSONAL FINANCE MANAGEMENT II**  
**5-15 JUNE**

This course provides students with basic management techniques for planning personal financial affairs and developing a base of information to use during the counseling of subordinates, including investment concepts, mutual funds, IRAs and estate planning. Pre-requisite: BUSG 1170 Personal Finance Management I

**BMGT 1174: COUNSELING TECHNIQUES**  
**10-20 JULY**

Students learn to counsel others and to write successful counseling statements. This course combines speaking, listening, and writing skills through simulated counseling sessions and preparation of the general counseling form.

*Classes will meet for a total of 16 hours of instruction, and each course earns one semester hour of college credit. Soldiers may enroll through the Main Education Center, Bldg 212, or at the University Center, Bldg 18000.*